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ROUTING AND RECORD SHEET

SUBJECT: (Optional) Annual Records Inventory

OIS 84-681

STAT

FROM: Chief, Policy and Plans Group/OS

STAT

EXTENSION | NO.

DATE 7 December 1984

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Chief, IRMD/OIS 1236 Ames Building				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 1-79 610 USE PREVIOUS EDITIONS

GPO : 1983 O - 411-632

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7 DEC 1984

MEMORANDUM FOR: Chief, Information Resources
Management Division
Office of Information Services

STAT ATTENTION: [redacted]

FROM: [redacted]
Chief, Policy and Plans Group
Office of Security

SUBJECT: Annual Records Inventory

Per your request, attached is the FY 1984 Office of Security Annual Report of Records Holdings.

STAT [redacted]

Attachment:
As stated

OS 4 3653

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ANNUAL REPORT OF RECORDS HOLDINGS			NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.
TO: OIS/IRMD			FROM: (Directorate and Office) Office of Security/PPG/RMO
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET: 15,024.02 / CUBIC FEET: 15,024.02
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			513.10 / 51.31
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			175.90 / 87.95
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			975.65 / 975.65
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 240	÷ 7 = / 34.29
	Audio Tapes	20,891	÷ 20 = / 1,044.55
	Video Tapes	657	÷ 7 = / 93.86
	Disc Packs	74	÷ 2 = / 37.00
	Word Processing Magnetic Tapes	---	÷ 72 = / ---
	Word Processing Magnetic Cards		--- ÷ 6 = / ---
	Magnetic Diskettes 5¼"		84.5 ÷ 5 = / 16.90
	Magnetic Diskettes 8"		65.50 ÷ 2 = / 32.75
	Paper Tapes (on reels)		÷ 72 = /
6. MICROFORM RECORDS	Reels — NUMBER (16mm) 81	NUMBER (35mm) 0	16mm ÷ 84 = / .96; 35mm ÷ 54 = /
	Aperture Cards		÷ 6 = /
	Microfiche		17.82 ÷ 6 = / 2.97
7. TOTAL VOLUME ON HAND (1 through 6)			17,402.21
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR			17,189.00
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE: 213.21
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR			

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

6 Dec. 1984
DATE

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Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: OIS/IRMD/IMB

FROM: (Directorate and Office) DDA/OT&E

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				2989.45
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				133.80
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				295.50
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				6731.10
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 70	÷ 7 =	9.50
	Audio Tapes	11,560	÷ 20 =	577.70
	Video Tapes	2,772	÷ 7 =	396.20
	Disc Packs	14	÷ 2 =	7.00
	Word Processing Magnetic Tapes	4,392	÷ 72 =	61.00
	Word Processing Magnetic Cards		6 ÷ 6 =	1.00
	Magnetic Diskettes 5¼"		9 ÷ 5 =	1.50
	Magnetic Diskettes 8"		28 ÷ 2 =	14.10
	Paper Tapes (on reels)		÷ 72 =	0
6. MICROFORM RECORDS	Reels — NUMBER (16mm) 40	NUMBER (35mm)	16mm ÷ 84 =	.80
			35mm ÷ 54 =	0
	Aperture Cards		÷ 6 =	0
	Microfiche		42 ÷ 6 =	6.70
7. TOTAL VOLUME ON HAND (1 through 6)				11225.35
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				11473.48
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	248.13
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

12 DEC 1984
DATE

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INSTRUCTIONS

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	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: OIS/IRMD/IMB
1236 Ames Building

FROM: (Directorate and Office)
DDA/OP

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				3838
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms. 5x8 & 3x5 CARDS				.72 ✓
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				5
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				385
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 14	÷ 7 =	2
	Audio Tapes	20	÷ 20 =	1
	Video Tapes	49	÷ 7 =	7
	Disc Packs	20	÷ 2 =	10
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		2 ÷ 2 =	.5
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm) Approx 1200	NUMBER (35mm)	16mm ÷ 84 = / 35mm ÷ 54 =	14
	Aperture Cards		÷ 6 =	
	Microfiche Approx 8500		6 ÷ 6 =	1.5
7. TOTAL VOLUME ON HAND (1 through 6)				4335
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				3792.7
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	542.6
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

SIGNATURE OF RECORDS OFFICER

15 Nov. 1984
DATE

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INSTRUCTIONS

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	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO:

FROM: (Directorate and Office) DDA/OP/EEO

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			200	200
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			60	60
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes	29	÷ 7 =	4
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		÷ 6 =	

7. TOTAL VOLUME ON HAND (1 through 6)		264
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR		228.43
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE	INCREASE / DECREASE	35.57
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR		15

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FORM 3581 12-81 OBSOLETE PREVIOUS EDITIONS

15 Nov. 84
DATE

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO:

FROM: (Directorate and Office) ODDI RMO

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				1112
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			106	10.6
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				495
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 91	÷ 7 =	13
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs	15	÷ 2 =	7.5
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		13 ÷ 5 =	2.6
	Magnetic Diskettes 8"		.5 ÷ 2 =	.25
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		÷ 6 =	
7. TOTAL VOLUME ON HAND (1 through 6)				1640.95
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				1655.8
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	14.85
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				X X X

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14 Nov 84
DATE

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ANNUAL REPORT OF RECORDS HOLDINGS			NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO: DDI/RMO			FROM: (Directorate and Office) DDI/OGI/RMO	
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET 4555.80	CUBIC FEET 4555.8
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			126.00	12.6
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				1291.6
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			2288.80	2288.8
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 292.6	÷ 7 =	41.8
	Audio Tapes		÷ 20 =	
	Video Tapes	21	÷ 7 =	3.0
	Disc Packs	7.2	÷ 2 =	3.6
	Word Processing Magnetic Tapes	50.4	÷ 72 =	.7
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		79.80 ÷ 2 =	39.9
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm)	NUMBER (35mm) 59.4	16mm ÷ 84 = / 35mm ÷ 54 =	1.1
	Aperture Cards		÷ 6 =	
	Microfiche		148.80 ÷ 6 =	24.8
7. TOTAL VOLUME ON HAND (1 through 6)				8263.70
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				8358.09
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	94.39
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				XXX

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FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

11/7/84
DATE

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FORM 63
GSA
101

ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: STAT

FROM: DDI/IRO (Directorate and Office)

STAT

OCR/RMO

				LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				6,466	6,466
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				11,035.75	2,830
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				15,021	13,740.2
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				19,169.3	19,169.3
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 585	÷ 7 =		84
	Audio Tapes	12	÷ 20 =		.6
	Video Tapes	2,648	÷ 7 =		378
	Disc Packs	29	÷ 2 =		14.5
	Word Processing Magnetic Tapes	.04	÷ 72 =		.007
	Word Processing Magnetic Cards		.30 ÷ 6 =		.05
	Magnetic Diskettes 5¼"		10.3 ÷ 5 =		2.06
	Magnetic Diskettes 8"		5.55 ÷ 2 =		2.77
	Paper Tapes (on reels)		÷ 72 =		0
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 8,128 / NUMBER (35mm) 8,055	16mm ÷ 84 =		96.7
	Aperture Cards		35mm ÷ 54 =		149.10
	Microfiche		1,839 ÷ 6 =		306.5
TOTAL VOLUME ON HAND (1 through 6)			820.5 ÷ 6 =		136.7
VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					43,376.48
DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE				INCREASE	55,593.5
				DECREASE	
VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					12,217.02
					XXX

STAT

581 OBSOLETE PREVIOUS EDITIONS

15 Nov 84
DATE

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

STAT TO: C/RMD/OIS

FROM: DDI/OIA (Directorate and Office)

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				1118
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				523
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				1019
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				519
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 21	÷ 7 =	3
	Audio Tapes		÷ 20 =	
	Video Tapes	28	÷ 7 =	4
	Disc Packs	10	÷ 2 =	5
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		10 ÷ 5 =	2
	Magnetic Diskettes 8"		36 ÷ 2 =	18
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 499 / NUMBER (35mm)	16mm ÷ 84 = / 35mm ÷ 54 =	6
	Aperture Cards		267 ÷ 6 =	44.5
	Microfiche		68 ÷ 6 =	11.3
7. TOTAL VOLUME ON HAND (1 through 6)				3272.8
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				4489.96
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	1217.16
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				X X X

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FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

12/10/84
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INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: DDI/RMO

FROM: (Directorate and Office) DDI/SOVA

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			5110	5110
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			50	10
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			111	20
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			1910	1910
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 6	÷ 7 =	1
	Audio Tapes		÷ 20 =	
	Video Tapes	10	÷ 7 =	1
	Disc Packs	6	÷ 2 =	3
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		10 ÷ 5 =	2
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		96 ÷ 6 =	16
7. TOTAL VOLUME ON HAND (1 through 6)				7073
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				7895
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	822
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				X X X

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FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

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12/10/84
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NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: DDI/RMO

FROM: (Directorate and Office) DDI/CPAS/RMO

				LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.					980.0
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.					28.6
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.					775.0
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.					1518.0
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 189	÷ 7 =		27.0
	Audio Tapes	510	÷ 20 =		25.5
	Video Tapes	1,281	÷ 7 =		183.0
	Disc Packs	16	÷ 2 =		8.0
	Word Processing Magnetic Tapes		÷ 72 =		
	Word Processing Magnetic Cards		÷ 6 =		
	Magnetic Diskettes 5¼"		13 ÷ 5 =		2.5
	Magnetic Diskettes 8"		4 ÷ 2 =		1.75
	Paper Tapes (on reels)		÷ 72 =		
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 34 / NUMBER (35mm)	16mm ÷ 84 = / 35mm ÷ 54 =		.4
	Aperture Cards		÷ 6 =		
	Microfiche		2 ÷ 6 =		.3
7. TOTAL VOLUME ON HAND (1 through 6)					3550.05
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					2946.60
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE				INCREASE / DECREASE	603.45
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					X X X

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: DI/RMO

FROM: (Directorate and Office) DDI/OSWR

					LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.						4716.5
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.						178
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.						1290.5
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.						1300
5. MAGNETIC RECORDS	Computer Tapes		NUMBER 6729	÷ 7 =		961.29
	Audio Tapes			÷ 20 =		
	Video Tapes		61	÷ 7 =		8.71
	Disc Packs			÷ 2 =		
	Word Processing Magnetic Tapes			÷ 72 =		
	Word Processing Magnetic Cards			÷ 6 =		
	Magnetic Diskettes 5¼"			÷ 5 =		
	Magnetic Diskettes 8"			÷ 2 =		
	Paper Tapes (on reels)			÷ 72 =		
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 425	NUMBER (35mm) 27	16mm ÷ 84 =		5.6
				35mm ÷ 54 =		.50
	Aperture Cards			36 ÷ 6 =		6.0
	Microfiche			177 ÷ 6 =		29.50
7. TOTAL VOLUME ON HAND (1 through 6)						8496.6
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR						7839.5
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE					INCREASE / DECREASE	657.10
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR						XXX

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ANNUAL REPORT OF RECORDS HOLDINGS

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TO: DDI/RMO

FROM: (Directorate and Office) DDI/ALA/RMO

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				1230.0
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				.5
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				.5
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				336.5
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		12 ÷ 5 =	2.4
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) / NUMBER (35mm)	16mm ÷ 84 = / 35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		315 ÷ 6 =	52.5
7. TOTAL VOLUME ON HAND (1 through 6)				1622.4
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				1569.2
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	53.2 / ----
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				X X X

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ANNUAL REPORT OF RECORDS HOLDINGS

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TO: DDI RMO

FROM: (Directorate and Office) DDI/NESA/RMO

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				1,001.75
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				28
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				373
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		72 ÷ 2 =	36
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		÷ 6 =	
7. TOTAL VOLUME ON HAND (1 through 6)				1,438.75
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				1,369
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	+ 69.75
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				XXX

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ANNUAL REPORT OF RECORDS HOLDINGS

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FROM: (Directorate and Office) DDI/OCA/RMD 4643 HQS

KMO/DDI

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				1109.3
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				10.3
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				25.2
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				545.9
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 = / 35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		÷ 6 =	
7. TOTAL VOLUME ON HAND (1 through 6)				1,690.7
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				4,199.4
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	2508.7
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				X X X

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TO: DDI/RMD

FROM: DDI [redacted] (Directorate and Office)

				LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.					1347.6
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.					
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.					
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.					965.1
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =		
	Audio Tapes		÷ 20 =		
	Video Tapes		÷ 7 =		
	Disc Packs		÷ 2 =		
	Word Processing Magnetic Tapes		÷ 72 =		
	Word Processing Magnetic Cards		÷ 6 =		
	Magnetic Diskettes 5¼"		÷ 5 =		
	Magnetic Diskettes 8"		132 ÷ 2 =		66
	Paper Tapes (on reels)		÷ 72 =		
6. MICROFORM RECORDS	Reels	NUMBER (16mm) / NUMBER (35mm)	16mm ÷ 84 = / 35mm ÷ 54 =		
	Aperture Cards		÷ 6 =		
	Microfiche		÷ 6 =		
7. TOTAL VOLUME ON HAND (1 through 6)					2378.7
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					1949.8
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE				INCREASE / DECREASE	428.9
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					XXX

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